

## AGENDA

This checklist guides you step by step for Aruba DOET 2025  
—monthly tasks, event-day focus, and wrap-up.

Follow it to keep volunteers informed,  
reduce stress and make your project a success.

### Remember:

Clear communication and good preparation  
are the keys to a smooth Aruba DOET experience!

### January – Early Planning

#### Kick-off & project idea

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- ☐ 12 Finish reading Info Pack
- ☐ Brainstorm project ideas
- ☐ List required volunteer skills & numbers
- ☐ List needed materials + draft budget
- ☐ Project description in Papiamentu, English and Dutch
- ☐ Register on **arubadoet.com** → Early Doeti deadline: **Feb 3**
- ☐ Watch info videos on Aruba DOET YouTube
- ☐ Check workshops (brainstorm, finance, Kooyman, etc.)

### February – Secure Funding

#### Finalize plan & finance

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- ☐ 3 Early DOETI project deadline:
- ☐ 24 Early DOETI financial application (if needed)
- ☐ Send "Before" photo to Team Aruba DOET (if applicable)
- ☐ Attend Coach Meet-Up (mandatory for new coaches)
- ☐ Check for workshops; brainstorm, finance, Kooyman, etc.
- ☐ Weekly Check Aruba DOET WhatsApp for updates

### March – Recruit Volunteers

#### Build your team

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- ☐ 19 Final registration/finance deadline
- ☐ Promote via schools, Facebook, newspapers, etc.
- ☐ Confirm volunteer sign-ups and reply by early March
- ☐ Check for workshops; brainstorm, finance, Kooyman, etc.
- ☐ Weekly Check Aruba Doet WhatsApp for updates and reminders.

## April – Prep & Resources

### Lock details & materials

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- ☐ 6 First contact moment with DOET coordinator  
(will be before this date, please report if missed)
- ☐ 30 Second contact moment with DOET coordinator  
(will be before this date, please report if missed)
- ☐ 30 Project funding send to participating organizations

- ☐ Make shopping list & overview of steps/results (**save receipts**)
- ☐ Approach sponsors for catering (supermarkets, bakeries, restaurants)
- ☐ Invite a local celebrity or influencer (tip)
- ☐ Send press release / invite journalist (tip)
- ☐ Organize material pick-up schedule
- ☐ Assign team member to always stay on site

### DOET coordinator contact moment

Forms of contact:

**Phone call**

**Video call**

**In-person visit**

**Site visit**

## Early May (Apr 28–May 10)

### Final setup & comments

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- ☐ Send info to volunteers:  
**program, clothing, items to bring**
- ☐ 11 Hang Aruba DOET banner/flag at project site
- ☐ Make **volunteer list** (name, phone, email)
- ☐ Buy supplies & confirm catering  
**save receipts** → **BUDGET tab**
- ☐ Missing volunteers?  
**Contact coordinator & Team Aruba DOET**

## Mid-May (Week of May 5–10)

### Double-check everything

- ☐ 10 Final contact moment with DOET coordinator before Aruba DOET days  
(will be before this date, please report if missed)
- ☐ Post final project info or volunteer call on Facebook / send press release
- ☐ Prepare signs (toilets, snack table, first aid)
- ☐ Remind volunteers via call/WhatsApp about clothing, materials, and what to bring
- ☐ Confirm start and end times with everyone
- ☐ Share dress code: sneakers, hat, high socks, small bag (based on location)
- ☐ Have a safety plan: exits, first aid, emergency contacts

## Aruba DOET Event Days

Friday May 15 & Saturday May 16, 2025

### Before kickoff

- ☐ Put on Aruba DOET T-shirt
- ☐ Set up drinks/snack table & hydration station
- ☐ Lay out materials & supplies
- ☐ Set up drinks/snack table & hydration station

### Showtime

- ☐ Welcome volunteers & hand out T-shirts
- ☐ Explain goal, tasks per person & desired outcome
- ☐ Check the registration list & collect missing details

### Wrap-up (same day)

- ☐ Thank volunteers, invite them to share experiences
- ☐ Remind them to complete the evaluation form (QR code on badge)
- ☐ Encourage social-media photos with Aruba DOET logo visible

### After the Project (by May 30, 2025)

- ☐ Send a warm thank-you message with a photo to all involved
- ☐ Post press release or social-media recap
- ☐ Ask volunteers again to complete the survey → Scan QR-code behind coach bag
- ☐ Return banners/flags and name badges to CEDE ARUBA
- ☐ Send financial report + receipts (digital or hard copy) → **BUDGET tab**
- ☐ Email registration list (name, email, phone) to Aruba DOET team
- ☐ Submit coach digital evaluation form (not volunteer form)

### 💡 Extra Tips

**Role clarity:** Assign a backup for every key task in case someone is late or sick.  
Think of extra tasks if more people than expected show up.

**Communication:** Use WhatsApp broadcast for updates.

**Volunteer comfort:** Provide sunscreen, water & shade outdoors.

## June

### Final setup & comments

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

- ☐ 1 Send after photo to Team Aruba DOET
- ☐ 1 Email 6-8 best photos to [arubadoet@cedearuba.org](mailto:arubadoet@cedearuba.org) or to Aruba DOET WhatsApp (happy faces, logo, project result)